



YOU have the Power to Lead by Example and Conserve Energy!

It's as easy as 1, 2, 3 ...

LIGHTS

1. Turn off lights when leaving a room for more than a minute.
2. Turn on task lights; turn off general and overhead lights if possible.
3. Turn off display and decorative lights.

EQUIPMENT

1. Turn off printers, copiers, personal computers and monitors when idle.
2. Activate and use the ENERGY STAR® "power saver" and "sleep" features.
3. Shut off coffee pots, radios, fans and other appliances in the office.

AIR CONDITIONING

1. Set thermostats to pre-cool spaces at off-peak times.
2. Loosen clothing and dress casually during the warmest hours.
3. Make certain vent grills are not blocked by plants, books or furnishings.

Source: U.S. Dept. of Energy